

Y2 Letter Writing: Informal Example Text

2 Stone Cottages
Old Road
Dawling
DW72 5HY

3rd November 2016

Dear Father Christmas,

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children's toys in your workshop.

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn't a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don't see you by our fire. What a busy man you are going to be!

Love from,
Jack Box

Annotated Genre Features

¹sender's address

2 Stone Cottages
Old Road
Dawling
DW72 5HY¹

²today's date

3rd November 2016²

³'Dear' and the recipient's name followed by a comma

Dear Father Christmas,³

⁴introduction to establish the purpose of the letter

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children's toys in your workshop.⁴

⁵adds more detail

⁶conclusion to finish the letter

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn't a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.⁵

⁷signs off using 'love from'

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.⁵

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don't see you by our fire. What a busy man you are going to be!

Love from,⁷

Jack Box

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Annotated Grammar, Punctuation and Spelling Features

All text: the full range of SPaG features used from previous year groups shown throughout including capital letters, full stops, commas in lists, ambitious adjectives, varied sentence types, most common exception words spelt correctly and co-ordination within sentences.

² sentence punctuated with a question mark

³ sentence punctuated with an exclamation mark

⁴ sentence punctuated with capital letter and full stop

⁵ correct form of past and present tense used (including progressive form of the past and present tense)

⁶ suffix -ment, -ness, -ful, -less, -ly added correctly to root word

⁷ apostrophe for contraction

⁸ apostrophe for possession

⁹ co-ordinating conjunction

¹⁰ subordinating conjunction

Stone Cottages¹⁴

Old Road¹⁴

Dawling¹⁴

DW72 5HY

3rd November¹⁴ 2016

Dear Father¹³ Christmas¹⁴,

I am writing⁵ to tell you what I would¹³ like for my presents this year because¹⁰ it is nearly December¹⁴. How are you?² Is it very snowy¹² in Lapland?¹⁶ I bet your elves are all being⁵ very careful⁶ making the¹³ children's⁸ toys in your workshop.⁴

The first thing I would like is a Galaxy¹⁴ 300 spaceship.⁴ It has⁵ six lasers.¹¹ four spinning arms¹² and four shiny silver legs¹² that¹⁰ unfold and slowly⁶ move⁵ around.⁴ How cool!³ The second thing I would¹³ like is a red and blue two-wheel¹² scooter.^{4&18} It has a massive silver horn¹² on the handlebars and⁹ lights that flash when¹⁰ you stand⁵ on the brake.⁴ The third thing I would¹³ like isn't⁷ a toy but⁹ it would¹³ be really handy for my spy club.⁴ I would like a large black torch¹² to help me see when¹⁰ I am outside in the darkness.^{6,4}

I am trying my hardest¹⁵ to be good and helpful⁶ for my parents^{13,4}. I make⁵ my bed every day.¹¹ I stopped⁵ sucking my thumb in March.^{14,11} I am⁵ my teacher's⁸ special helper for the listening station at school and⁹ I have even stopped teasing my sister.⁴

I hope⁵ you and the reindeer are resting before Christmas¹³ Eve¹⁴ and⁹ Mrs¹³ Christmas¹³ is enjoying⁵ putting up the tinsel on your tree.⁴ Have a fabulous Christmas¹³ if¹⁰ I don't see you by our fire. What a busy man you are going to be!¹⁷

Love from,
Jack Box¹⁴

¹¹ commas in a list

¹² expanded noun phrase for description or detail

¹³ common exception words

¹⁴ capital letter for proper noun

¹⁵ suffix 'est' in adjectives

¹⁶ question

¹⁷ exclamation

¹⁸ statement

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